



Defense Travel Management Office



Welcome to P300 Travel Policy Compliance Tool Administration



Class Overview

Topic: Travel Policy Compliance Tool
Administration

Target Audience: Compliance Tool
Administrators (CTAs)

Time: 60 minutes

Pre-Requisites: None



TECHNICAL ISSUES

AUDIO GAPS - SLOW SCREENS - DISCONNECTS

- ✓ *Exit class*
- ✓ *Close all other software applications*
- ✓ *Log back into class*
- ✓ *Check with local IT staff*

If problem persists call the DISA Help Desk:

1-844-347-2457 (Option 1 > 3)



ATTENDANCE CREDIT

ADOBE® CONNECT™



T-106 TAC & TraX Overview

SELECT: GUEST☒ Enter as a GuestName ☐ Enter with your login and password**ENTER:**

- **FULL NAME**
- **SERVICE or AGENCY INITIALS ONLY**
- **KEEP IT SIMPLE**

EXAMPLES:**Lynn Green / USA****John Blue / USAF****Betty Silver / DISA****Dave Brown / USN****Barb Yellow / DFAS****Greg Orange / USMC*****IMPORTANT***

To be able to enter DCO Connect rooms, your machine must meet the following:

1. Comply with DoD best practices to ensure your certificates are up to date.

For a password reset or locked account problem, please email:
disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-support@mail.mil

IMPORTANT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to the IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including but not limited to: penetration testing, COMINT, monitoring network operations and defense, personnel mail conduct (PML), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and reuse data stored on this IS.
- Communications using or data stored on this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or provided for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigations searching or monitoring of the content of privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Help](#)



Training Objectives

- Travel Policy Compliance Program Background
- Functionality of Compliance Tool (CT)
- Role of Compliance Tool Administrator (CTA)



Compliance Program Background

- Mandated by:
 - National Defense Authorization Act (NDAA) for Fiscal Year 2012
 - Office of the Under Secretary of Defense (Comptroller)

Public Law 112–81 112th Congress		An Act	
Dec. 31, 2011 [H.R. 1540]	To authorize appropriations for fiscal year 2012 for military ment of Defense, for military construction, and for de Department of Energy, to prescribe military personnel s year, and for other purposes.	“§ 463. Programs of compliance; electronic processing of travel claims “(a) PROGRAMS OF COMPLIANCE.—The administering Secretaries shall provide for compliance with the requirements of this chapter through programs of compliance established and maintained for that purpose. “(b) ELEMENTS.—The programs of compliance under subsection (a) shall— “(1) minimize the provision of benefits under this chapter based on inaccurate claims, unauthorized claims, overstated or inflated claims, and multiple claims for the same benefits through the electronic verification of travel claims on a near- time basis and such other means as the administering Secre- taries may establish for purposes of the programs of compliance; and “(2) ensure that benefits provided under this chapter do not exceed reasonable or actual and necessary expenses of travel claimed or reasonable allowances based on commercial travel rates.	
National Defense Authorization Act for Fiscal Year 2012.	<i>Be it enacted by the Senate and House of the United States of America in Congress assembled</i> SECTION 1. SHORT TITLE. This Act may be cited as the “National Def Act for Fiscal Year 2012”. SEC. 2. ORGANIZATION OF ACT INTO DIVISIONS; TA “(a) DIVISIONS.—This Act is organized into follows: (1) Division A—Department of Defense A (2) Division B—Military Construction A		



Compliance Tool

- Compliance Tool scans DTS vouchers for adherence to specific policy items

For a full listing of policy items, see
“Travel Policy Compliance Tool Information
Paper”

*(Available on DTMO website & in Travel
Explorer)*

- Identifies vouchers:
 - For organizations participating in pilot launch (regardless of cost of errors)
 - With error costs totaling \$100 or more



How the Compliance Tool Works

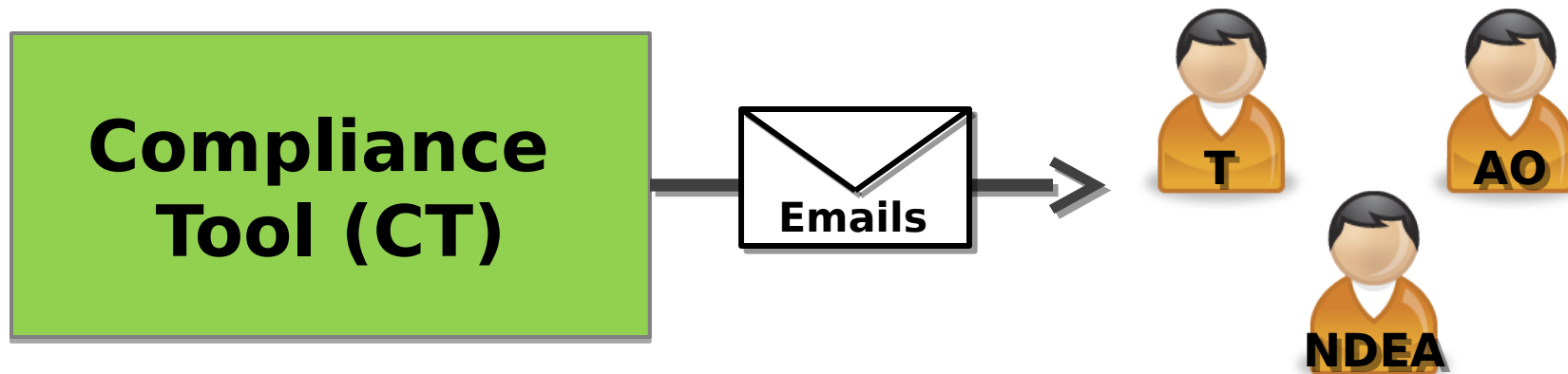
Compliance Tool (CT)



- CT queries DTS for vouchers containing policy violations (errors)
- CT creates a record
 - One voucher to one record
 - One record may contain multiple errors
 - Records classified by DTS organization



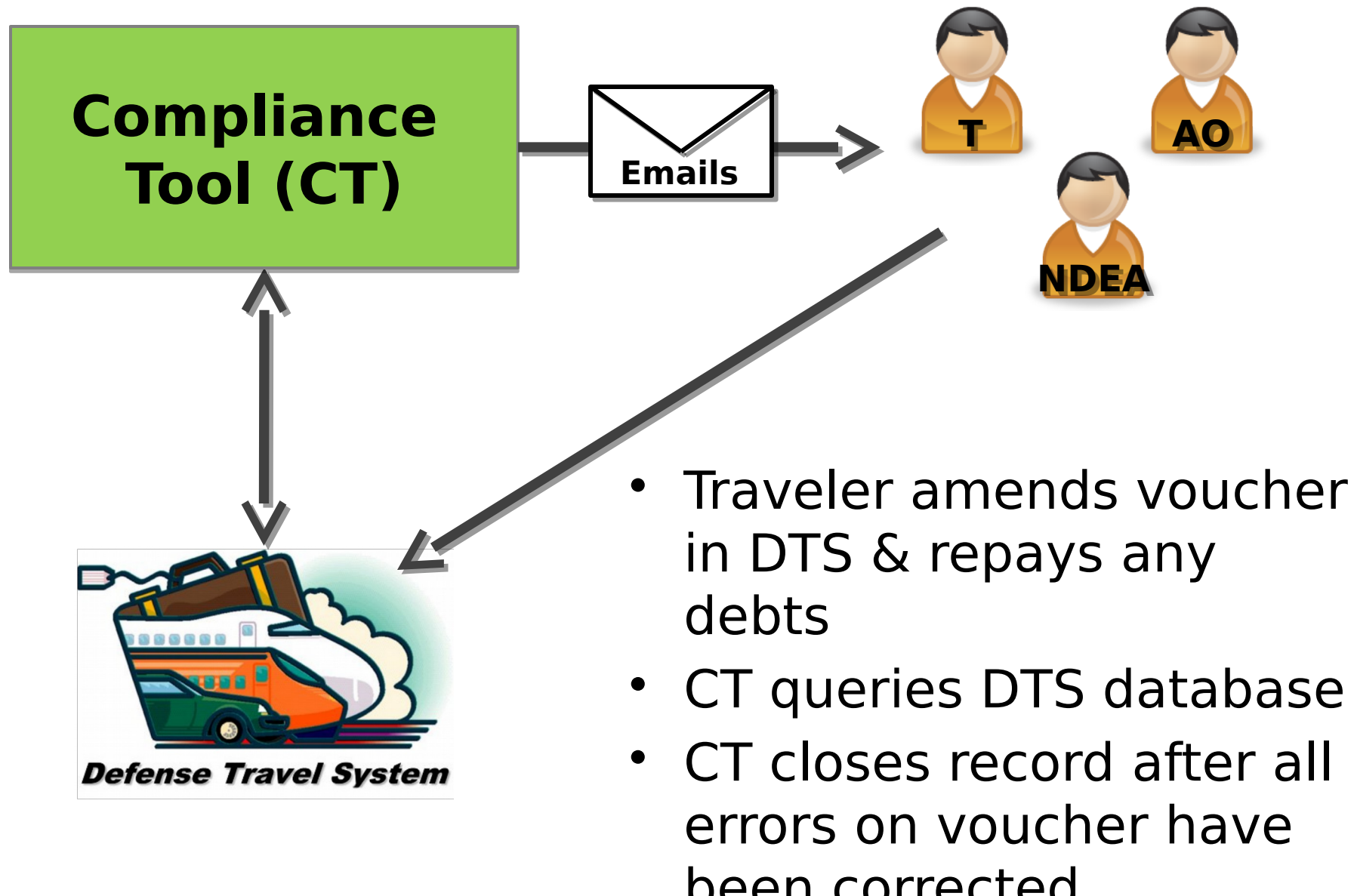
How the Compliance Tool Works



- When CT creates a record, it sends an email to:
 - Traveler
 - Authorizing Official (AO)
 - Non-DTS Entry Agent (NDEA) – if applicable
- Records not corrected receive reminder emails from CT



How the Compliance Tool Works





Questions?





Role of CTA

- Reviews records / errors for organization
 - Includes any sub-organizations
- Ensures errors are corrected in DTS
- Runs reports from CT
- Grants CT access to others
- Other responsibilities, per local business rules



Component-specific Procedures

- Check with your leadership regarding:
 - Required frequency of accessing the CT
 - Timeframe for travelers to resolve errors
 - Administrative actions against a traveler / AO that has not corrected an error
 - Reporting requirements
 - Requirements before granting access to a new CTA



Accessing the Compliance Tool

DTMO Passport Account Login

Login/E-Mail Address

Password

 **Password Login**

 **CAC Login**

 **Forgot Your Password?**  **Login Help**  **Register**

Passport Access

 **TRAX**
TRAVEL EXPLORER

 **Secure Communications Portal**

 **COMPLIANCE**
DEPARTMENT OF DEFENSE
Travel Policy Compliance Program



Compliance Tool Home



DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE



Generate Reports



My Working List



Admin

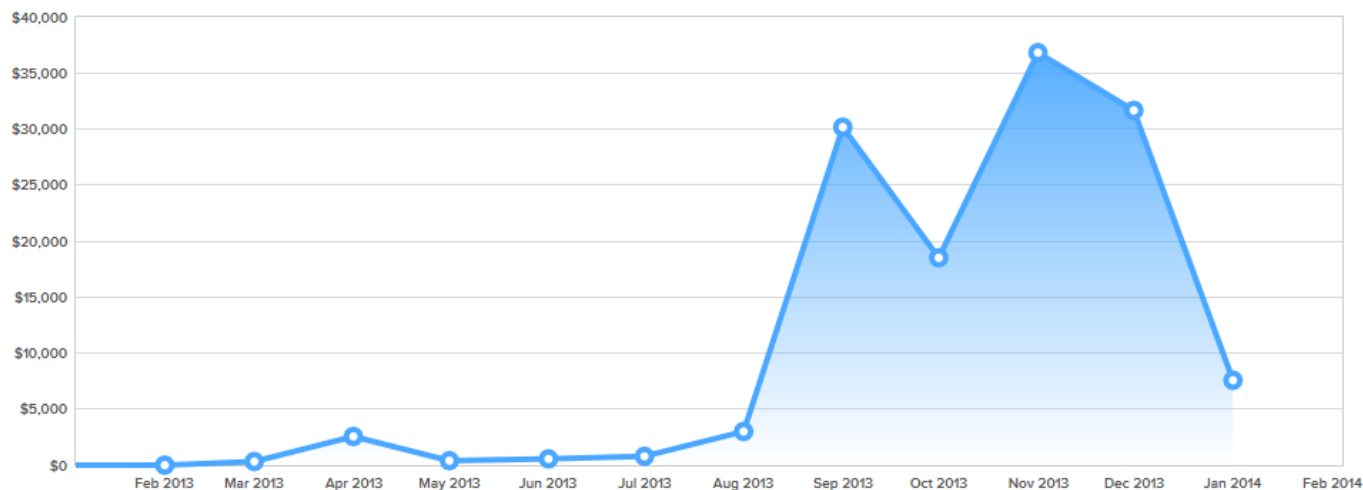


Tutorials

Total Funds Recovered (since 26DEC12)

\$132,374.12

Funds Recovered Per Month





Generate Reports

DTS TANUM	<input type="text"/>		
Total Error \$ Range	<input type="text"/>	<input type="text"/>	
CT Record Status	<input type="text" value="Any Status"/>		
Error Status	<input type="text" value="All"/>		
Error	<input type="text" value="All"/>		
DTS Org	<input type="text"/>		
Org Status	<input type="text" value="All"/>		
Fiscal Year	<input type="text" value="▼"/>		
Date Range	<input type="text"/>	<input type="text"/>	
Traveler	<input type="text"/>	<input type="text"/>	<input type="text"/>
NDEA	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorizing Official	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="VIEW RESULTS"/>		<input type="button" value="CLEAR FILTER"/>	



Generate Reports - Search Results


BACK TO REPORT SEARCH							P	Home	Search	Bookmark	Settings	DTS	Power
Show Per Page: 100		1 2		Page 1 : Displaying 1 - 100 of 185			Create Excel/CSV File						
Status	Age	TANUM	DTS Org	People		Errors	Error Amt						
Open	48 days	F23L05	DFORG2	AO TRAV NDEA	Boone, G. Hopkins, A. Bent, D.	3	\$196.16						
Open	133 days	F13T01	DFORG1	AO TRAV	Evans, D. Bonner, D.	3	\$195.90						
Open	4 days	F13L05	DFORG1	AO TRAV NDEA	Williams, R. Fuller, K. Holden, S.	3	\$163.55						
Open	136 days	F23D02	DFORG2	AO TRAV	Flowers, B. Tyler, J.	3	\$163.55						
Open	140 days	1HBNX8	DFORG1	AO TRAV	Painter, V. Malleck, R.	3	\$125.80						
Open	141 days	F12D05	DFORG1	AO TRAV NDEA	Flowers, B. Tyler, J. Bent, D.	2	\$125.80						
Open	133 days	F22T01	DFORG2	AO TRAV	Fuller, C. Humes, C.	2	\$125.80						






Record Details



days

F121 03
TANUM: 1HBNX8

 OPEN

 Errors (\$125.80)  Record Notes

 Errors (\$163.55) TANU

 Contacts  DTS Inf

days


days




TRAVELER

Name	Ryan Malleck
DTS Profile Email	ryan.malleck@dod.m
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORG1




Contacts

 **Contacts**


 Errors (\$125.80)  Record Notes 


TRAVELER


Name	Ryan Malleck
DTS Profile Email	ryan.malleck@dod.mil
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORG1
Updated Email	<input type="text"/>
Updated Phone	 <div>This does NOT update DTS</div>




DTS Information

 Contacts

 **DTS**

 Errors (\$125.80)

 Record Notes 5)

DTS INFORMATION

TANUM	F13D03
Document Name	ADRAMSTEINABF081111_V01
Document Type	Voucher
Travel From	LAS VEGAS, NV
Travel To	HONOLULU, HI
Travel Start Date	12/22/2010
Travel End Date	01/04/2011



Errors - Top Portion of Screen

Contacts

DTS Information

Errors (\$125.80)

Record Notes

ERROR: OCONUS LAUNDRY (\$31.76)

Status Descriptions

System Status: Pending

Manual Status

None

Save Changes

SYSTEM(DATA) (SEPTEMBER 12, 2013)

SYSTEM STATUS CHANGE: Pending to Pending

SYSTEM(DATA) (SEPTEMBER 26, 2013)

SYSTEM STATUS CHANGE: Pending to Awaiting Collection



Error Statuses

Error Status	Explanation
Pending	Amended voucher has not been approved
Awaiting Collection	Traveler is in debt process
Partially Collected	AOC received in DTS, but not total amount in CT record
Collected	AOC received in DTS and total cost of debt satisfied
Corrected	Voucher has been amended and no repayment needed
Waiver/Appeal Requested	Waiver/Appeal requested as part of traveler's due process
Waiver/Appeal Granted	Waiver/Appeal granted as part of traveler's due process
Out of Service	Traveler has left the government and debt is \leq \$225.00
Administrative Error	Item incorrectly entered on voucher; no action required
\$10 or Less	Total cost of error(s) on record is \leq \$10.00; no action required
AO Repaid*	AO paid debt, but no AOC received in DTS
Traveler Repaid*	Traveler repaid debt, but no AOC received in DTS
On Hold*	Further research is required
No Error*	Traveler disputed error and error is vacated

*Statuses manually applied by CTA



Administrative Error / \$10.00 or Less

- Compliance Tool automatically:
 - Creates a record
 - Sends an email to the traveler / AO / NDEA
 - Closes the record
- No action required by:
 - Traveler
 - AO
 - NDEA (if applicable)
 - Compliance Tool Administrator
 - Record remains on Compliance Tool reports



Manual Statuses

- AO Repaid
 - AO accepted pecuniary liability and repaid debt
- No Error
 - Result of traveler disputing the error
 - Follow local business rules on dispute process
- On Hold
 - Stops reminder emails while CTA conducts research
- Traveler Repaid
 - Traveler amended voucher, but no Advice of Collection received by DTS

AO Repaid
No Error
None
On Hold
Traveler Repaid



Errors - Bottom Portion of Screen

System Status: Pending

Manual Status

SYSTEM(DATA) (SEPTEMBER 12, 2013) SYSTEM STATUS CHANGE: Pending to Pending


SYSTEM(DATA) (SEPTEMBER 26, 2013) SYSTEM STATUS CHANGE: Pending to Awaiting Collection


(OCTOBER 08, 2013) MANUAL STATUS CHANGE: None to Traveler Repaid


Original Error Amount	\$31.76
Manually Increase	\$0.00
Manually Decrease	\$0.00 <input type="text"/>
Updated Error Amount	\$31.76
Not an Error	\$0.00




Record Notes

 Contacts

 DTS Information

 Errors (\$125.80)

 Record Notes

AGE & EMAIL INFORMATION

Age0 Day(s)

Initial Email Date

Latest Email Date

+ EMAIL HISTORY (0 TOTAL)

+ ADMINISTRATOR HISTORY (0 TOTAL)

+ SYSTEM GENERATED HISTORY (3 TOTAL)

ADD COMMENT

Add Comment



Questions?





CT Report

- Identify search criteria on Generate Reports screen

BACK TO REPORT SEARCH							P	Home	Search	Bookmark	Settings	DTS	Power
Show Per Page: 100		1 2		Page 1 : Displaying 1 - 100 of 185			Create Excel/CSV File						
Status	Age	TANUM	DTS Org	People		Errors	Error Amt						
Open	0 days	F23L05	DFORG2	AO TRAV NDEA	Boone, G. Hopkins, A. Bent, D.	3	\$196.16						
Open	0 days	F13T01	DFORG1	AO TRAV	Evans, D. Bonner, D.	3	\$195.90						
Open	0 days	F13L05	DFORG1	AO TRAV	Williams, R. Fuller, K.	3	\$163.55						

- CT exports data into Microsoft Excel / CSV file
- Report contains every item from CT record



My Working List

- Helps locate records that require more attention
- Selecting a record provides same functionality as Generate Reports (e.g., DTS

My Working List						
Displaying 5 Bookmarks						Create Excel/CSV File
Status	Age	TANUM	DTS Org	People	Errors	Error Amt
Closed	days	F22D03	DFORG2	TRAV Beamer, B. AO Randall, B.	2	\$0.00
Open	days	F23D05	DFORG2	TRAV Beckton, N. AO Hyman, J. NDEA Baker, N.	3	\$704.00
Open	days	F23T02	DFORG2	TRAV Painter, V. AO Malleck, R.	3	\$200.00




Admin Access - Overview

Follow your local procedures about granting access

- Records tied to a DTS organization
 - CT access includes access to any suborg records
- CT access independent of DTS org access
 - E.g., DTA that has DTS org access to DD14 not automatically given access to DD14's CT records
- Two types of CTA access:
 - Granting privileges for one or more orgs
 - No granting privileges



Admin Access Screen

joe.user@email.mil 

Edit User's Access Level **Joe User**

AVAILABLE ORGS	CURRENT ORG ACCESS
<div>Select All UnSelect All</div> <div>DFCLY</div> <div>DFCLY56FW</div> <div>DFCLY56FWMDG</div> <div>DFCLY56FWMDGAMDS</div> <div>DFCLY56FWMDGCC</div> <div>DFCLY56FWMDGDS</div> <div>DFCLY56FWMDGMDOS</div> <div>DFCLY56FWMDGMDSS</div>	<div>Select All UnSelect All Grant Access: <input checked="" type="checkbox"/></div> <div>DFORG1</div>



Granting Access

Edit User's Access Level **Joe User**

DFCLY

[Select All](#) [UnSelect All](#)

DFCLY
DFCLY56FW
DFCLY56FWMDG
DFCLY56FWMDGAMDS

CURRENT ORG ACCESS

[Select All](#) [UnSelect All](#)

DFORG1



Granting Access

☒

Edit User's Access Level

AVAILABLE ORGS

[Select All](#) [UnSelect All](#)

DFCLY	GRANTED
DFCLY56FW	GRANTED
DFCLY56FWMDG	GRANTED
DFCLY56FWMDGAMDS	GRANTED
DFCLY56FWMDGCC	GRANTED
DFCLY56FWMDGDS	GRANTED
DFCLY56FWMDGMDOS	GRANTED
DFCLY56FWMDGMDSS	GRANTED
DFCLY56FWMSG	GRANTED
DFCLY56FWMSGCC	GRANTED
DFCLY56FWMSGCES	GRANTED
DFCLY56FWMSGCONS	GRANTED

CURRENT ORG ACCESS

[Select All](#) [UnSelect All](#) Grant Access: ☒

DFCLY
DFORG1

Help with Granting Access

Coming Soon

Your Current CT Access

CTA Access Report



Class Summary

- Travel Policy Compliance Program is mandated by Congress & OUSD (Comptroller)
- Compliance Tool will:
 - Identify any vouchers with potential errors
 - Create a record to outline any errors
 - Notify traveler via email to amend voucher
 - Update the record based on actions taken in DTS
- CTAs should:
 - Consult their Component policy on CT usage
 - Ensure that errors are corrected in a timely manner



Additional Resources

- Distance Learning webinars
 - T-225 – Itinerary Changes / Trip Cancellation in DTS
 - P-115 – Travel Policy while TDY
- Web-based training modules
 - Itinerary Adjustments
 - Travel Policies
- Document Processing Manual
 - Chapter 7.3 – Amending a Voucher
- Travel Policy Compliance Tool Information Paper
 - Identifies latest Compliance Tool queries



Class Closing Lobby

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us improve this class:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**